
Legal Consultant Resume

Job Objective

Seeking a position as Legal Consultant where I can utilize my knowledge and experience in reputed organization.

Areas of Excellence:

- Remarkable experience working in legal and regulatory environment
 - Ability to review brochures, letters, contracts, training materials
 - Excellent review, drafting and negotiating skills
 - Ability to negotiate disputes prior to litigation and review agreements
 - Proficient with Microsoft Office – Outlook, Word, Excel, and PowerPoint
 - Superior organizational, time management and project management skills
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Professional Experience:

Legal Consultant

Novatel, Wheaton, IL, August 2005 – Present

- Aided individuals with their managerial job requirements.
- Recommended tips to convey goals of the company.
- Coordinated with employees and managerial staff.
- Offered profitable trends of managerial functions.
- Reviewed aspects that affect company's productivity.

Legal Consultant

Vertusa, Inc., Wheaton, IL, May 2000 – July 2005

- Managed interviewing client's employees.
 - Formulated business proposals and presentations.
 - Enforced recommendations and solutions.
 - Administered projects and programs.
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Education:

Bachelor's Degree in Law

Fielding Graduate University, California, CA

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